

JOB TITLE: Registered Nurse
EMPLOYEE:

DOT #: 075.364-010
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Registered Nurse

JOB CLASSIFICATION Registered Nurse

DOT TITLE Nurse, General Duty

DOT NUMBER 075.364-010

DEPARTMENT Public Health, Seattle-King County

DIVISION Community and Health Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 102.

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

10501 Meridian Ave. N.
Seattle, WA 98133

CONTACT'S NAME Kathleen Stine

CONTACT'S PHONE 206-205-8771

EMPLOYER JOB TITLE Personal Health Services Supervisor

DATE COMPLETED Revised 05/28/08

VRC NAME Jeff Casem

DATE REVISED 04/30/07

WORK HOURS: Normal clinic operating hours are Monday 8:00 am – 7:30 pm, Tuesday/Thursday 8:00 am – 8:00 pm, and Wednesday/Friday 8:00 am – 5:00 pm. This position normally works a 40-hour work week with alternating evening shifts.

OVERTIME

Required on a rare occasion, approximately 1 hour per month.
Fair Labor Standards Act, Non-Exempt (hourly).

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JOB DESCRIPTION

Provides comprehensive registered nursing care including nursing assessments, interventions, education, referrals and consultations for clients in a patient care setting and assists other staff in providing health care services to clients. The incumbent is responsible for performing nursing assessments independently.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Must have knowledge of nursing process and nursing diagnosis, medical terminology such as anatomy, physiology, pathophysiology and basic pharmacology. Must have knowledge of human systems (wellness, illness, growth and development, behavioral, psycho-social and family systems) and alternative health care treatments. Must also have knowledge of the community (diverse populations), laboratory procedures including preparation and screening, health care system structure and function, infectious disease management, control and safety standards. Knowledge of equipment, supplies and materials needed for medical treatment, research techniques and principles, adult learning and health education techniques and principles, patient care techniques and principles and of the Patient Bill of Rights, Washington State law relating to nursing care (WAC 18.79) and of federal health care regulations as well as personal safety techniques and principles. Must have skill in communication (oral and written), time management, problem-solving and interviewing, leadership and crisis intervention. Must have analytical, diagnostic and physical assessment skills. Must have skill in patient care techniques and case management, initiating appropriate emergency response and responding to emergencies in a calm manner, maintaining working relationships and working with diverse populations and cultures, handling a number of tasks simultaneously, reading and following written medical orders and in medical documentation. Must possess a valid Washington State Registered Nurse license and have successfully completed training from a National League of Nursing accredited school of nursing.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Conduct individual screening and triage. Refer to other health providers based on assessment.

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2. Obtain and document health history and make nursing diagnosis based on nursing assessment.
3. Develop and implement preventive, therapeutic and/or rehabilitative measures in a nursing care plan. Evaluate effectiveness of the plan.
4. Obtain and transcribe medical orders.
5. Carry out patient care procedures including medication administration and performing specific laboratory analysis as ordered and based on nursing assessment.
6. Monitor patient response to ordered medical interventions and communicate pertinent information to other health professionals.
7. Participate collaboratively with multidisciplinary teams to improve patient outcome.
8. Respond to emergency situations.
9. Coordinate transportation of patients.
10. Provide training, orientation and education to staff, clients, students and the community on health care and related policies and procedures.
11. Participate in quality assurance activities to demonstrate compliance with standards, laws, regulations, policies and procedures relating to scope of practice.
12. Help develop and evaluate practices, policies, procedures, service delivery models, personal health services programs, the community health planning process and safety and security measures.

NON-ESSENTIAL FUNCTIONS

1. Venipuncture duties.
2. Administrative duties such as copy work.
3. Sterilizing and wrapping instruments.
4. Order, stock and inventory supplies and materials.
5. Initiate and maintain individual medical records.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer, blood pressure cuff/machine, stethoscope, thermometer, otoscope, needles, bandages, gauze, oximeter, EKG, audiometer, spirometer equipment, charts, stapler, tape dispenser, fax machine, copier, telephone, pen, pencil, nebulizer, peak flow tester, tester, sterilizer, instrument wrapping, chemical wipes, oxygen meter and liquid nitrogen canister.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

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This job is classified as
Medium

Standing

Occasionally on flat carpeted and linoleum surfaces for up to 5 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while performing intake duties, interviewing patients, using the copy machine and chaperoning appointments with female patients and male doctors as well as consulting with staff members and providers. The employee can alternate sitting and standing as needed.

Walking

Continuously on flat carpeted and linoleum surfaces for distances of up to 250 feet for up to 2 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while performing patient care within the clinic, pushing patients in wheelchairs to the parking lot and traversing within the clinic.

Sitting

Continuously on an office chair, stool and stationary chair for up to 30 minutes at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer-based functions and other duties such as telephone triage, patient care follow-up or medical documentation. The employee can alternate sitting and standing as needed.

Bending/Stooping

Occasionally on flat carpeted or linoleum surfaces for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while taking vital signs as well as placing and removing objects from low cabinets, drawers and shelves. The employee also stocks cabinets and shelves with various medical supplies. Bending/stooping may be reduced by alternating with crouching or kneeling.

Kneeling

Occasionally on flat carpeted or linoleum surfaces for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while taking vital signs as well as placing and removing objects from low cabinets, drawers and shelves. The employee also stocks cabinets and shelves with various medical supplies. Kneeling can be reduced by alternating with bending/stooping or crouching.

Crouching

Occasionally on flat carpeted or linoleum surfaces for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while taking vital signs as well as placing and removing objects from low cabinets, drawers and shelves. The employee also stocks cabinets and shelves with various medical

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supplies. Crouching can be reduced by alternating with bending/stooping or kneeling.

Reaching above shoulder height

Occasionally for up to 5 seconds at a time for up to 2 hours total in a work shift while reaching for charts, removing and replacing object in upper cabinets, drawers and shelves. The employee also reaches above the shoulder when stocking supplies and equipment in the storage room.

Reaching at waist to shoulder height

Continuously for up to 10 minutes at a time for up to 6 hours total in a work shift while performing computer duties and performing assessments as well as manipulating charts and documents.

Reaching at knee to waist height

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while placing and removing objects from low cabinets, drawers and shelves as well as changing solutions for sterilization.

Reaching at floor to knee height

Occasionally for up to 10 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while taking vital signs as well as placing and removing objects from low cabinets, drawers and shelves. The employee also stocks cabinets and shelves with various medical supplies.

Lifting 1-10 pounds

Occasionally for up to 5 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while manipulating cleaning wipes, cleaning solutions, charts, nebulizer, various medical supplies and containers for instruments.

Carrying 1-10- pounds

Occasionally for distances of up to 100 feet for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while transporting cleaning wipes, cleaning solutions, charts, nebulizer, various medical supplies and containers for instruments.

Lifting 11-20 pounds

Rare for up to 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 11-13 pounds while manipulating cleaning solutions, liquid nitrogen canister and oximeter.

Carrying 11-20 pounds

Occasionally for distances of up to 100 feet for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 11-13

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pounds while transporting cleaning solutions, liquid nitrogen canister and oximeter.

Lifting 21-50 pounds

Rare for up to 5 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of 25-30 pounds while stocking boxes of medical supplies approximately one time per month.

Pushing and Pulling

Occasionally for distances of up to 200 feet for up to 2 minutes at a time with a force of 2-20 pounds for up to 10 minutes total in a work shift while opening and closing office drawers (2-3 pounds) and doors (7 pounds) as well as when pushing a person in a wheel chair out to the parking lot (20 pounds).

Handling

Continuously for up to 20 minutes at a time for up to 7 hours total in a work shift while manipulating charts, medical supplies, medical equipment and a telephone.

Operating Controls with Hands

Occasionally for up to 20 seconds at a time for up to 1 hour total in a work shift while manipulating the computer mouse, blood pressure cuff release valve, pump on the blood pressure cuff, stapler and hole punch.

Fingering

Frequently for up to 1 minute at a time for up to 4 hours total in a work shift while using a computer mouse, typing and writing as well as manipulating charts, various medical supplies, instruments and documents.

Feeling

Occasionally for up to 5 seconds at a time for up to 15 minutes total in a work shift while feeling for a pulse, performing skin assessments, performing injections and manipulating the release valve on the blood pressure cuff.

Talking

Continuously for up to 4 minutes at a time for up to 7 hours total in a work shift while conversing with patients, co-workers and providers as well as when conducting intake interviews and assessments.

Hearing

Continuously for up to 4 minutes at a time for up to 7 hours total in a work shift while conversing with patients, co-workers and providers as well as when conducting intake interviews and assessments.

Tasting/Smelling

Rare for up to 5 seconds at a time for up to 5 minutes total in a work shift while identifying infections and health conditions as well as when performing assessments.

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Near acuity—clarity of vision at 20 inches or less

Continuously for up to 5 minutes at a time for up to 6 hours total in a work shift while reviewing charts, reading documents, writing, using a computer, performing assessments and using assessment tools.

Depth perception—three dimensional vision

Rare for up to 5 seconds at a time for up to 15 seconds total in a work shift while performing injections.

Color vision—ability to identify and distinguish colors

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift while performing skin assessments as well as identifying medical conditions such as oxygen deprivation, jaundice and infections.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift while identifying potential hazards such as angry or hostile patients.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Occasionally

Performing repetitive or short-cycle work: Continuously

Influencing people in their opinions, attitudes, and judgments: Frequently

Performing a variety of duties: Frequently

Expressing personal feelings: Rare

Working alone or apart in physical isolation from others: Rare

Working effectively under stress: Frequently-Continuously

Attaining precise set limits, tolerances, and standards: Continuously

Working under specific instructions: Frequently

Working with others: Continuously

Making judgments and decisions: Continuously

ENVIRONMENTAL FACTORS

Work is performed in a health clinic setting in close proximity to other workers. The noise level is quiet to moderately loud. Copy machine, telephone ringers, and screaming or crying children are the loudest noises in the office. The employee is exposed to persons with infectious or communicable diseases or sicknesses. The worker also interacts the general public, including potentially violent or hostile persons. Worker can be exposed to bodily fluids and biohazards on an occasional basis.

Workers are exposed to

Extreme cold: Rare

Extreme heat: Rare

Wet: Frequently

Humidity/dampness: Rare

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Fumes: Occasionally
Odors: Occasionally
Dusts: Rare
Moving mechanical parts: Rare-Occasionally
Vibration: Rare
Toxic or caustic chemicals: Rare

POTENTIAL MODIFICATIONS TO JOB

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date